Date: August 19, 2009  Reference: # CACFP DCH 2009-25
To: Child and Adult Care Food Program-Day Care Homes (CACFP DCH) Sponsors
Subject: Revision to Item 4223 in the CACFP-DCH Handbook.
Effective Date: Immediately

Purpose

REPLACE CACFP-DCH Handbook Item 4223, Resident Children in Area-Eligible Tier I Homes, with the contents of this Policy Alert.

NOTIFY Sponsors of changes in the case numbers for the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

Implementation

Immediately

Procedure

Replace Item 4323, Resident Children in Area-Eligible Tier I Homes with the following:

CACFP regulations require that an area-eligible Tier I provider's resident child, i.e., a provider's own child, be income-eligible or categorically eligible in order for the provider to claim reimbursement. We provide a standard application Form H1531, Child Nutrition Program Application, for area eligible Tier I providers who wish to claim their own resident children. You must use the standard application form and ensure that each area-eligible Tier I provider receives and has an opportunity to submit an application for program benefits for resident children.

An area-eligible Tier I provider can only claim reimbursement for a resident child, including a foster child, if the provider completes a Form H1531 for the resident child and you determine that the resident child is income or categorically eligible based on the form.

"Provider's own children" includes all residential children in the household who are part of the economic unit of the family. A family is defined as a group of related or unrelated individuals who are not residents of an institution or boarding house, but who are living together as one economic unit. An economic unit is a group of related or unrelated people who share housing and/or all significant income and expenses. Children whose parents or guardians have made a contractual agreement, whether formal or informal, with a provider for residential care, and whose relationship with the provider is defined primarily by the child care situation, are not considered the "provider's own."

continued

This Policy Remains in Effect Until Further Notice
A foster child is treated the same as any other "provider's own child" for determining eligibility on the basis of family size and income, except that a foster child is considered to be a family of one with only those funds going directly to the foster child being considered income. Money the family receives for providing foster care for the child is not considered income to the foster child. This is because the foster child remains the legal responsibility of the court or welfare agency that placed him in foster care.

As with all "provider's own children,”

- The foster child must be officially enrolled and participating with the provider in compliance with state and/or local licensing standards.

- At least one nonresidential child, enrolled for and receiving child care from the provider, must be in attendance and participating in the meal service.

You must also review the application to ensure that it contains the child's Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) (Formerly Food Stamp Program) case number*.

The SNAP case number can be one of the following:

- On the TIERS letter, the Eligibility Determination Group Number (EDG#) – an eight or nine-digit number. The eight-digit number can begin with any number except “0”. The nine-digit number can begin with any number between “0” and “9”.
- SAVERR case number – a nine-digit number beginning with a “0” or “1”.
- A copy of the SAVERR award letter, Form H1009, is not acceptable documentation for eligibility for free meals. The household must submit a Form H1531 indicating the SAVERR case number to be eligible to receive free meals. Form H1009 must be attached to Form H1531.

The TANF case number is a nine-digit case number beginning with a “0” or “1” or any eight digit number that does not begin with a “0”.

*Eligibility Benefits Transfer (EBT) or Lone Star Card account numbers are not acceptable SNAP case numbers on the application. If this occurs, contact the applicant to obtain the valid SNAP or TANF eligibility number.

If no TANF or SNAP case number is provided, or if an incomplete TANF or SNAP case number is provided, the application must include:

- Names of all household members.
- Social Security Number of the adult household member who signs the form (or the word "none" if the adult household member signing the form has no Social Security Number).
- Current income of each household member, by source of income (including the child enrolled for child care).
Procedures continued

You are not required to verify the income information that an area-eligible provider reports for a resident child.

When determining eligibility based on a child's receipt of TANF or SNAP, you must determine eligibility for each child, not the household. Under both TANF and SNAP rules, it is possible for some, but not all, the children in the household to be eligible for benefits.

Providers are not required to keep records of their operating costs for CACFP activities. However, if they want to claim reimbursement for meals served to their own children (based on family size and income standards) they must report the entire amount of CACFP reimbursement received as income unless they choose to keep records of operating costs to justify an adjusted income.

You must sign and date Form H1531, acknowledging that you have received and reviewed it.

Contact

If you have any questions please contact your Food and Nutrition Field Operations Office.